

## **MAJOR DUTIES**

### **PUBLIC HEALTH SPECIALIST – MULTIDISCIPLINARY STRATEGIST POSITION**

#### **VA NUMBER – TANZ-2019-024**

#### **I. Program Management**

**Percentage of Time: 55%**

This position is the principal public health technical expert and advisor for the programmatic and technical planning, development and coordination of CDC –TZ's HIV/AIDS portfolio into several strategic clusters to:

1. Conceptualize and manage the CDC-Tanzania portfolio as ONE large-scale complex public health strategy instead of individual Implementing Mechanisms. The incumbent is responsible for facilitating the evolving and dynamic visioning and implementation of the IM cluster strategy among Branch Chiefs (BCs), program leads (PLs), and Activity Managers (AMs), along with implementing partner (IP) key focal persons.
2. Identify and address gaps in scope of the IMs through strategic review and analysis of Continuing applications (CAs), FOAs, and the review of S/APR, EA, SIMS, and relevant surveillance data. The incumbent coordinates and facilitates cluster-specific strategic meetings devoted to the technical approach of each cluster, both being informed by the current COP, and informing each future COP, through ongoing reviews of S/APR, EA, SIMS, and relevant surveillance data.
3. Collaborate closely with both the program team and the CoAg team to ensure there is ongoing progress on strategies to utilize IM resources for maximum impact on epidemic control. The incumbent seeks to address gaps and duplications in work plans within the clusters as well as incorporating relevant contextual issues from a variety of perspectives into overall cluster strategies, with a focus on program impact, quality and transparency. Once new cooperative agreements are in place, the incumbent participates with partners in the development of work plans for implementation of activities. When funding issues, reporting lapses or other administrative irregularities are identified, the incumbent works with the Activity Manager/Program Management Specialist in charge of the specific project to highlight the overall cluster impact and recommends solutions to the Branch Chief/Program Officer and the Executive/Administrative Management (extramural) team to correct deficiencies.
4. Act as the technical expert on complex public health systems and provide technical guidance to CDC staff and Management on the larger CDC-TZ HIV/AIDS portfolio. The incumbent prepares one cluster-specific report per quarter to be submitted to the ADP,

ADS and Associate Director of Finance and Extramural Programs for input, followed by the Country Director and Deputy Director, which provides summary information on the *overall* programmatic strategic focus and progress of each cluster, as well as relevant IM-specific challenges and successes, and recommendations for improving programmatic coordination and impact.

Job holder must also stay abreast of changes in the host country public health infrastructure, advising agency management on observed strengths, weakness and opportunities. Specific areas job holder must follow are new levels and trends in health conditions, status of key policies, and legal and regulatory changes that could affect the implementation of PEPFAR-funded programs.

Job holder meets frequently with in-country mid- to senior-level CDC and PEPFAR staff, host government health professionals, as well as HIV/AIDS programs counterparts in non-government organizations, private sector, and international organizations to provide guidance to ensure strong programmatic priority alignment.

Job holder condenses the information gathered, analyzes in-country needs and opportunities against PEPFAR program strategic objectives and advises senior management on how best to deliver in- country public health products and services that reflect international standards and host country policies and regulations for such programs. Recommendations are made both orally and in writing to PEPFAR inter-agency groups, embassy management and agency mission and headquarters management.

Job holder ensures that the overarching goals of the specific clusters are aligned with the GOT and PEPFAR's plan and framework for HIV epidemic control. Independently or in coordination with other experts, the job holder prepares and presents comprehensive program reviews to include recommendations on curtailing or expanding programs and program effectiveness.

## **II. Administrative Management**

**(20%)**

The incumbent is responsible for the day-to-day coordination of cluster strategy. Working in tandem with the ADP and Branch Chiefs, the incumbent develops orientation/training programs for new employees to ensure consistency of programmatic goals and objectives of each of the identified clusters. Position delivers training and briefings to new employees, coaches, formally evaluates and monitors progress.

The incumbent is responsible for working with the Office of Finance and Extramural Affairs and the IM PLs on IM operational management to ensure alignment of IM funding within each cluster to reach the overall programmatic objectives of the specific clusters. This will be a higher level assessment of funding allocations within the cluster but may include budget monitoring, facilities and equipment assessments and purchase recommendations. As a key

member of the agency PEPFAR management team, incumbent works closely with the Executive Management Team (Associate Director of Programs, Associate Director of Science, Deputy Director and Country Director) and coordinates with other program deputies to ensure consistency of human resources management within clusters. The incumbent collects data and prepares the technical assistance requests to be sent to US Embassy PEPFAR Task Force and develops scopes of work as needed for the requests.

The incumbent coordinates high level, collaborative short-term projects with other internal and/or external organizations to meet broad agency and PEPFAR goals. As needed, the incumbent recommends and organizes site visits for high level visitors such as U.S. Government Executive and Legislative Branch officials, interested donors and business leaders. The incumbent liaises with other offices of the Mission, the Embassy, and with counterparts in order to receive the greatest impact from such visits.

The incumbent will work closely with an ASPPH/CDC Program Management Fellow, gives guidance to cluster strategy-related technical assistance consultants, and approve the work product of cluster strategy-related branch and program staff. Acts as project manager for short-term projects largely related to cluster-specific strategies including producing recommendations, reports, and presentations based on thorough analyses of IMs within clusters.

### **III. Interagency/Implementing Partner Coordination**

**(25%)**

The incumbent represents CDC-Tanzania at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Sits on numerous ad hoc PEPFAR working groups; in turn, serves as rotating chair of inter-agency PEPFAR working groups to ensure coordination of work plan development, implementation strategies, and evaluation plans for all USG agency activities in Tanzania. The incumbent communicates to supervisor and colleagues, both orally and in writing, the recommendations and results of meetings.

The incumbent liaises with the in-country technical working groups (TWGs), PEPFAR Interagency Technical Working Groups (ITTs) and HQ-based TWG focal persons to ensure that TWG and ITT recommendations and actions are incorporated into larger cluster strategies and goals. Based on the close working relationship with implementing partners, the incumbent provides technical advice and guidance to the CD, headquarters and other agency country teams.